

CIVILIAN PERSONNEL INPROCESSING CHECKLIST

Instructions: This checklist is a guide to assist you in inprocessing at the various base activities.
Please do NOT return to the Civilian Personnel Flight.

<u>MANDATORY</u>	COMPL	
1. Civilian Personnel (Staffing) – Please ensure you have completed all required paperwork (Bldg 2120, Rm 126, 480-5850) - ID Cards – Request ID cards for you and your family members (Bldg 2120 Rm 123, 480-7092) <i>Please allow us 24 hours to prepare your paperwork.</i> The MPF Customer Service will process this request and provide the ID card. (Bldg 2106, Rm 117, 480-7179)		
2. Finance - Please ensure you have a W-4, and a Direct Deposit Form (Bldg 2108, Civilian Pay Booth, 480-2437). The finance office will provide you an AF Form 3821 and instructions for completion. (DeCA employees must go to the DeCA Region finance office).		THIS STEP MUST BE COMPLETED PROPERLY FOR YOU TO GET PAID!!
3. Time & Attendance - (Advise your unit timekeeper of your effective date)		THIS STEP MUST BE COMPLETED PROPERLY FOR YOU TO GET PAID!!
4. MEO OFFICE - All US Civilians are required to take MEO training IAW AFI 36-2706. Please call 480-2341 to make an appointment (Bldg 2106 Rm 424)		
5. Family Support Center -Sign up for Base Intro (Bldg 2120, 480-5100) (Spouses are encouraged to attend)		
6. Post Office (Where you are assigned)		
7. Civilian Personnel (EMR) – Overseas Allowances and Benefits (Bldg 2120, Rm 215). For Living Quarters Allowance (LQA) (stateside hires only) “ By Appointment Only ” 480-5774. Instruction on how to complete Health/Life Insurance, TSP, and Long-Term Care transactions, (Bldg 2120, Rm 319, 480-4212)		
<u>ADDITIONAL (some optional)</u>		
1. Unit Security Manager (If you have a Top Secret or NATO Clearance). Complete AF Form 2587.		
2. Unit Systems Administrator – Network Access		
3. Base Supply (Ind Equip/Base Svc Store/Chem Gear for Emergency Essential Employees ONLY). (Bldg 2494, 480-5391)		
4. Orderly Room (to request items such as ration card, government credit card, etc.) (DeCA employees must go to DeCA Region)		
5. Drivers Testing (Bldg 2106, 480-2394)		
6. Housing Management Office (Vogelweh, Bldg 1001, 489-6671)		
7. Furnishings Management Office (Einsiedlerhof, Bldg 720, 489-6153)		
8. Passports – (To get SOFA stamp for you and family members, request AE 600-77A from the CPF (Rm 123, 480-7092) and take to Bldg 2106, Rm 101, 480-2240).		
9. Value Added Tax (VAT) Office (Bldg 2122, 480-5309)		
10. Vehicle Registration – Kapaun Air Station (located on Vogelweh) 489-7542, Bldg 2806		
11. Hospital/Clinic - Registration for care at military medical facilities (Bldg 2114, 479-2616)		
12. Library (Bldg 409, 480-6667)		
13. Vet Clinic - Bldg 1004, 480-5343		
14. Dependent Schools		
15. Education Office (Bldg 2120, Rm 426, 480-2032)		
16. Credit Union - Ramstein, Bldg 2410 480-2425 Community Bank - Northside Bldg 1101 480-6538 Southside Bldg 2163 480-480-2390		
VISIT THESE WEBSITES FOR USEFUL INFORMATION: USAFE FIRST LOOK: www.mil.usafe.mil/ RAMSTEIN CPF: www.ramstein.af.mil/86mss/cpo/		